

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION
Scott County Requisition No. **19416**
Bidders need to complete and submit this form.

Submission Date 12/4/2018	10:00 a.m.
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Sty	Description
	Scott County Energy Incentive Project
	Scott County is seeking to work with a qualified, experienced contractor to execute and perform recommended measures, to implement energy reducing strategies as they relate to a commercial energy assessment.
	See attached for scope of work, additional information and Mid-American Energy proposed measures.
	Submit responses to www.publicpurchase.com
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.com

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:
(Scott County Use Only)

Name

Date: 11/15/2018

Title

Time: 3:00 p.m.

Company

PLEASE NOTE:

Bidders must provide an estimated delivery date in their bid response!

Date

Company Contact Information:	Phone:	
	E-Mail:	

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

Facility & Support Services

600 West Fourth Street
Davenport, Iowa 52801-1030
(563) 326-8611 (Voice) (563) 328-3245 Fax



~ Our Promise: Professional People, Solving Problems, High Performance

REQUEST FOR BIDS
SCOTT COUNTY FACILITY AND SUPPORT SERVICES
600 WEST 4TH STREET
DAVENPORT, IOWA 52801

Scott County Energy Incentive Project

Scott County Facility & Support Services is requesting bids to implement energy reducing strategies as they relate to a commercial energy assessment performed for Scott County. It is our intent to contract with a qualified, experienced contractor to execute and perform recommended measures as part of this program.

PROJECT

The purpose of this project is to reduce energy usage by implementing occupancy sensors for lighting, convert existing fixtures to LED, and replace lighting fixtures identified as part of a commercial energy solution facility assessment located at Scott County Jail, Scott County Admin Center, and Scott County Courthouse.

The contractor involved in this project is required to meet all standards and regulations required by Mid-American Energy to ensure that proposed submittal is eligible for rebates.

Scott County will offer one walkthrough for contractors specializing in this type of work the ability to view the space, take measurements, and pictures of the area.
See Pre-Bid Walk Through Info below.

Interested contractors and vendors should submit bids for the project based on this document, the walkthrough and any posted responses to questions asked.

SUBMITTAL INSTRUCTIONS

Bids **must be submitted through the county's vendor service www.publicpurchase.com** and should be submitted no later than **10:00 a.m. CST Tuesday December 4th, 2018**. Bids received after that time will not receive consideration.

Confirmation of receipt can be verified by contacting Scott County Purchasing at 563-326-8793. Scott County is not responsible for delays, technical problems or other issues preventing the delivery of bids before the deadline. It is the bidder's responsibility to ensure the timely delivery of bids.

Questions about the bid or bid specifications should be submitted through www.publicpurchase.com. This will ensure that all vendors see all questions and responses.

Prospective vendors should not attempt to contact employees with questions or for additional information outside this process.

Scott County anticipates awarding this project during December, 2018.

Scott County reserves the right to reject any and/or all bids. Scott County reserves the right to accept the best bid, not necessarily the lowest bid. The decisions and interpretations of Scott County, its staff and the Scott County Board of Supervisors are final and are not subject to appeal.

PRE-BID SITE VISIT

Prospective bidders and sub-contractors are required to inspect the project site at the pre-bid walk-through. A walk through meeting will be held on November 27th, 2018 promptly at 9:00 am CST. Attendees will meet at the security checkpoint inside the front doors of the Scott County Admin Center, 600 W. 4th St., Davenport, IA. Indicate to the security personnel that you are there for the Energy Incentive Project Walkthrough with Facility & Support Services” to be allowed past security with your cell phone, tape measure, camera, etc. After viewing the Administrative Center the walkthrough will continue to the Courthouse/Jail. **You will need a valid id to enter the Scott County Jail. FSS staff will provide the escort to all locations.**

Scott County is not responsible for scheduling conflicts.

SCOPE OF WORK

See attached documentation of Mid-American Energy proposed measures to replace and upgrade lighting systems.

COMPLIANCE

CONTRACTOR shall perform all work in full accordance with all project documents and in full compliance with any and all codes, laws, ordinances and industry standards. CONTRACTOR shall provide and maintain insurance coverages and conditions as enumerated in Attachment A. CONTRACTOR agrees to the indemnification terms outlined in Attachment B.

INSURANCE

CONTRACTOR shall provide and maintain insurance coverages and conditions as enumerated in Attachment A. CONTRACTOR agrees to the indemnification terms outlined in Attachment B.

TAX EXEMPT STATUS

Scott County is tax exempt and as such this will be a tax exempt project. Winning CONTRACTOR shall supply necessary information to Scott County, prior to the commencement of work, allowing Scott County to issue a Tax Exempt Certificate in the CONTRACTOR's name. The CONTRACTOR shall utilize this certificate to purchase only items required to complete work on this project. Any other use of this Tax Exempt Certificate shall be punishable to the fullest extent of the law.

CRIMINAL HISTORY BACKGROUND CHECK

Successful contractor / sub-contractors shall supply to Scott County the following information for each employee that will be working on site on this project:

Full Name
Date of Birth
Last Four Digits of Social Security Number
Race
Gender
Driver's License Number and State of Issuance

This will allow Scott County to perform, at no cost to the CONTRACTOR, a criminal history background check on each employee. Employees with certain criminal history records may not be allowed to work on this project. Information gained in the background check will not be shared with CONTRACTOR OR EMPLOYEE and the decision of Scott County to disallow any employee from working on this project is not subject to appeal. Employees passing the background check will be issued ID badges by Scott County and will be required to wear badges while working in Scott County Facilities.

TESTING AND WARRANTY

CONTRACTOR shall warrant the products, and all-encompassing hardware associated for a period of one year from date of project acceptance.

PROJECT ACCESS AND COORDINATION

Owner shall provide reasonable access to the jobsite to allow the CONTRACTOR to complete the work required. CONTRACTOR shall coordinate activities with the owner and as necessary with the on-site general contractor and any sub-contractors..

Normal hours of work will be, M-F, 8:00 a.m. – 4:30 p.m.

PROJECT SCHEDULE

CONTRACTOR shall coordinate and provide a schedule with general contractor and owner and shall provide adequate resources to allow all scheduled work..

INSTALLATION DOCUMENTATION AND AS-BUILTS

CONTRACTOR shall provide electronically to OWNER as built documentation for the installation. Documentation shall include any project related documents including but not limited to product specifications, product cut sheets as built, submittals, operation and maintenance manuals, warranty information, etc.

CONTRACTOR shall provide testing and warranty documentation as specified herein.

ATTACHMENT A - INSURANCE REQUIREMENTS

The Contractor shall have in force during the period of this contract, insurance as listed below:

Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during the life of this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

General Liability:

Personal Injury – each person	\$1,000,000
Personal Injury – each occurrence	\$1,000,000
Personal Injury – Aggregate	\$1,000,000
Personal Damage – each occurrence including Broadform Liability Extension	\$1,000,000

Automobile Liability – Owner, Non-Owned and Hired
Vehicles:

Personal Injury – each person	\$1,000,000
Personal Injury – each occurrence	\$1,000,000
Personal Damage – each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

CERTIFICATE OF INSURANCE:

The CONTRACTOR shall deliver to Scott County Facility & Support Services certificates of insurance covering all above insurance, prior to the start of any work. Such certificates shall provide ten days prior to notice by registered mail of any material change in, or cancellation of this insurance. CONTRACTOR shall maintain this coverage on a standard CGL form for the benefit of Owner and the general public throughout the term of this agreement, and if a carrier or policy is changed, CONTRACTOR shall provide Owner with a replacement Certificate of Insurance.

CONTRACTUAL LIABILITY INSURANCE:

The CONTRACTOR shall take out and maintain during the life of this contract, liability insurance.

PRODUCTS AND COMPLETED OPERATIONS LAIBILITY INSURANCE:

The CONTRACTOR shall also take our Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.

WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY:

The CONTRACTOR shall maintain during the life of this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.

The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

ATTACHMENT B - INDEMNIFICATION

To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.

In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Scott County reserves the right to reject any or all bids or proposals submitted without cause. Further Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.